



MER Supplement 1

CAPR 60-3

30 November 2007

Operations

## CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

CAPR 60-3, dated 26 May 2004, is supplemented as follows: This supplement may not be supplemented below the region level. Forward any suggestions for improvement of this supplement through channels to HQ MER/DOS.

**2-3.a. Added.** The matrix below will be used to ensure the CAP personnel meet Federal Emergency Management Agency (FEMA) training requirements to serve at an Incident Command Post (ICP) in an ICS Command or General Staff position. ICS 100 and 700 level training is required to qualify for all positions above GES. Additional training requirements for each position on the matrix below can be acquired as follows: Personnel currently qualified in these positions must complete the training noted in the matrix to remain qualified by 30 September 2008 in order to remain qualified, and should make every effort to complete this training as soon as possible. Personnel may not be allowed to deploy in support of federal missions unless they have completed this training.

IS 100, 200, 700, 800.A can be taken online at the FEMA website [www.fema.gov](http://www.fema.gov).

IS 300 and 400 must be taken in a classroom environment. These courses are offered by region / wings and locally through state emergency management agencies and other emergency services organizations.

NOTE: These requirements may change as FEMA continues to refine the need for each position. FEMA requirements will supersede CAP requirements unless CAP requirements are more stringent.

	IS100	IS700	IS200	ICS300	IS800.A	ICS400
Incident Commander (any)	X	X	X	X	X	X
Agency Liaison (any)	X	X	X	X	X	X
Operations Section Chief	X	X	X	X	X	
Planning Section Chief	X	X	X	X	X	
Logistics Section Chief	X	X	X	X	X	
Finance/Admin Section Chief	X	X	X	X	X	
Air Operations Branch Director	X	X	X	X	X	
Ground Operations Branch Director	X	X	X	X	X	
Communications Unit Leader	X	X	X	X	X	
Mission Radio Operator	X	X	X	X	X	
Mission Safety Officer	X	X	X	X	X	
Liaison Officer	X	X	X	X	X	
Mission Chaplain	X	X	X	X	X	
Mission Staff Assistant	X	X	X	X	X	
Information Officer	X	X	X	X	X	
Critical Incident Stress Team	X	X				
Ground Team Leader	X	X	X			
Flight Line Marshaller	X	X				
SAR/DR Mission Pilot	X	X	X			
Transport Mission Pilot	X	X				
Mission Observer	X	X	X			

OPR: DOS

Distribution: 1 each unit; 1 MER/CC; 1 NHQ/DOS

Approved by: MER/CC

Mission Scanner	X	X				
Ground Team Member (any)	X	X				
Urban Direction Finding	X	X	X			
Flight Line Supervisor	X	X	X			

Copies of all certificates for ICS Course training will be sent by the individual CAP member to their Wing Emergency Services Officer who develops and maintains a tracking system to ensure that the above matrix requirements are met. Wing ES Officers will also comply with any FEMA requirements to roster qualified personnel. This responsibility can be delegated as needed and may be superseded by FEMA or NHQ recording and reporting procedures as they develop.

**2-3.b.** Effective immediately, only the Region Commander or the commander's designee may approve IC – Level 1 appointments. Wing Commanders may recommend individuals for consideration for this rating to the Region Commander. Current Level 1 Incident Commanders in MIMS will go through the same review process. If the Wing Commander does not think a current IC – Level 1 meets the criteria below then the Wing Commander will not make the recommendation and will act to have the individual Incident Commander changed to IC – Level 2. Likewise each Wing Commander will review the current rating of all ICs in their Wing and adjust the individual ratings to coincide with the criteria given below. The Region Commander may constitute a review board that will review the individual's qualifications based on the criteria below. The review board will make a recommendation to the Region Commander. The review board should consist of qualified IC – Level 1 members, whether they're selected from within the region or from outside the region.

**Added.** CAP IC Level 1 personnel must meet ICS Incident Type 1 and 2 standards (below) and all requirements of Type 2 and 3 Incident Commanders. Level 1 Incident Commanders must meet all training requirements before they can be recommended for a review board. Also included are CAP examples.

<b>Type 1</b>	<p>FEMA criteria:</p> <ul style="list-style-type: none"> <li>- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.</li> <li>- All Command and General Staff positions are activated.</li> <li>- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.</li> <li>- Branches need to be established.</li> <li>- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.</li> <li>- Use of resource advisors at the incident base is recommended.</li> <li>- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions</li> </ul> <p>CAP Examples:</p> <ul style="list-style-type: none"> <li>- Major Hurricanes (i.e. Katrina, Andrew, Hugo)</li> <li>- Multi-state floods (i.e. Mississippi)</li> <li>- Multi-state disasters (i.e. hurricanes, earthquakes, terrorist incidents)</li> <li>- High profile multi-state searches (i.e. JFK Jr.)</li> <li>- Multi-Wing/Region search involving multiple external agencies</li> </ul>
<b>Type 2</b>	<p>FEMA criteria:</p> <ul style="list-style-type: none"> <li>- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require</li> </ul>

	<p>the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.</p> <ul style="list-style-type: none"> <li>- Most or all of the Command and General Staff positions are filled.</li> <li>- A written IAP is required for each operational period.</li> <li>- Many of the functional units are needed and staffed.</li> <li>- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).</li> <li>- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority.</li> </ul>
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**2-3.c.** The Wing Commander will continue to approve IC Level 2. Completing the training (SQTR) does not automatically appoint an individual to this level.

**Added.** CAP IC Level 2 personnel must meet ICS Incident Type 3 and 4 standards (below) and all requirements of Type 3 Incident Commander. Also included are CAP examples.

<b>Type 3</b>	<p>FEMA Criteria:</p> <ul style="list-style-type: none"> <li>- When capabilities exceed initial incident, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.</li> <li>- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.</li> <li>- The incident may extend into multiple operational periods.</li> <li>- A written IAP may be required for each operational period.</li> </ul> <p>CAP Examples:</p> <ul style="list-style-type: none"> <li>- Multi-Wing search mission involving limited external agencies and &lt; 200 personnel</li> <li>- Wing Level SAREX, SAR EVAL</li> <li>- Board Patrol missions</li> <li>- State level emergencies and exercises (i.e. tornadoes, floods)</li> <li>- Support of government / military operations (i.e. CD, Intercepts)</li> <li>- Missing Persons</li> <li>- Expanded ELT search (Beyond 2 aircraft or Ground Teams)</li> </ul>
<b>Type 4</b>	<p>FEMA Criteria:</p> <ul style="list-style-type: none"> <li>- Command staff and general staff functions are activated only if needed.</li> <li>- Several resources are required to mitigate the incident, including a Task Force or Strike Team.</li> <li>- The incident is usually limited to one operational period in the control phase.</li> <li>- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.</li> <li>- No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.</li> <li>- The role of the agency administrator includes operational plans including objectives and priorities</li> </ul>

**2-3.d.** The Wing Commander will continue to approve IC Level 3. Completing the training (SQTR) does not automatically appoint an individual to this level.

**Added.** CAP IC Level 3 personnel must meet ICS Incident Type 5 standards (below). Also included are CAP examples.

<b>Type 5</b>	<p>FEMA Criteria:</p> <ul style="list-style-type: none"><li>- The incident can be handled with one or two single resources with up to six personnel.</li><li>- Command and General Staff positions (other than the Incident Commander) are not activated.</li><li>- No written Incident Action Plan (IAP) is required.</li><li>- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.</li><li>- Examples include a vehicle fire, an injured person, or a police traffic stop.</li></ul> <p>CAP Examples:</p> <ul style="list-style-type: none"><li>- Routine ELT search (Expansion beyond 2 aircrafts or 2 Ground Teams moves to IC2 responsibility)</li></ul>
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